

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## ASSISTANT FIRE CHIEF

**Salary Range: \$89,099.92 - \$136,639.88/Annually**

### POSITION

Vacancies are in the Hartford Fire Department. Under administrative direction, provide assistance to the Fire Chief in planning, directing and coordinating all functions and activities of the Hartford Fire Department. Act as second in command of the department and share in the responsibility for planning and implementing the department's Affirmative Action Program. Direct the day to day operations of the municipal fire department referring only major irregularities and problems involving policy to the Fire Chief for resolution. Assist in formulating and prescribing departmental policies, work methods and procedures. Assist in the preparation of budget estimates, the drafting of apparatus specifications training curricula as well as staffing plans. Supervise the activities of departmental divisions including: Fire Prevention Bureau, Alarm and Signal Systems, Machine Shop, and Special Services. Supervise departmental budgetary and inventory control procedures and assist in the preparation of federal grant applications for financial assistance programs relating to the Fire Service. Participate in the department's community relations program by regularly attending civic club meetings, neighborhood community development gatherings and other community oriented organizations. Respond to multiple alarm fires, assuming command until relieved by the Fire Chief. Perform related work as required. This is a classified non-bargaining unit position. The hours of this position are 40 per week, and the above salary includes 5% in lieu of overtime.

### QUALIFICATIONS

College Level coursework in Fire Administration or other job-related areas. A regularly appointed Deputy Chief, Fire Prevention Chief, Training Chief or an equivalent rank.

**A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.**

**APPLICATIONS WITHOUT PROPER DOCUMENTATION MAY RESULT IN YOUR DISQUALIFICATION.**

### STAND BY REQUIREMENTS

This position requires that incumbent be available for recall during off duty hours in the event of multiple alarm fires or other emergencies.

### EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, an assessment center testing or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Thorough knowledge of modern fire fighting equipment, methods and techniques; Considerable knowledge of the principles and practices of municipal fire administration including basic knowledge of budgeting and accounting controls; Knowledge of the City's organization, Charter, legal requirements and restrictions on municipal departments; Knowledge of department objective and policies, and of City of Hartford Personnel Rules and Regulations, including the requirements of the Affirmative Action; Ability to deal effectively with labor management issues; Ability to plan, assign, supervise and review the work of subordinates; Ability and willingness to be decisive, often making irrevocable judgments effecting lives and property; Ability to express oneself clearly and concisely; Ability to establish and maintain effective working relationships with subordinates, supervisors, union leaders, professional groups, salespeople, and the general public. If appointed, you will be required to serve a probationary period, normally 3 to 12 months in duration. This examination and employment process is subject to all federal, state and municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.**

**Exam No: 2961**

**Issued: 9-18-15**

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalizations
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

*Applications are obtained from and submitted to:*

**DEPARTMENT OF HUMAN RESOURCES**

**MUNICIPAL BUILDING**

**550 MAIN STREET**

**HARTFORD, CONNECTICUT 06103**

**TELEPHONE (860) 757-9800**

**Web page: [www.hartford.gov/humanresources/jobs](http://www.hartford.gov/humanresources/jobs)**

**Application: [www.hartford.gov/images/hr/application.pdf](http://www.hartford.gov/images/hr/application.pdf)**

#### **VETERAN'S PREFERENCE:**

*Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.*

**CHANGE OF ADDRESS:** It is your responsibility to notify the Department of Human Resources of any change of address on your application.